

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Council Conference Room  
Thursday, December 10, 2015

Attendance: Scott Orille, Chairman  
Timothy Maloney, Secretary  
  
Valerie Rosmarin, Clerk

Also in attendance: Chief Huerner, HR Director DeTillio, Mayor Zilka, and Jim Janis.

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

Secretary Maloney made a motion to approve the minutes from November 5, 2015 and November 18, 2015. The motion was seconded by Chairman Orille. **Vote: 2-0.**

2. Lieutenant - Fire Department

Firefighter/Paramedic Peter provided the Commission with a copy of his doctor's orders which stated he could return to light duty on December 20, 2015. The Commission approved Mr. Peter's promotion to the position of Lieutenant on November 18, 2015 subject to the doctor's orders; therefore, Mr. Peter will be appointed and sworn in as Lieutenant by Council on December 15, 2015.

The Clerk updated the eligibility list after removing Mr. Peter from the number one position.

**Motion:** Chairman Orille made a motion to approve the updated eligibility list. The motion was seconded by Secretary Maloney. **Vote: 2-0.**

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Peter.

3. Public Works Department

- Operator

HR Director DeTillio stated that the previous Service Director selected laborers to the position of operator in training with the intent to promote them as operator after a period of time. However, two individuals have been operators in training for many years. When an operator retired in January 2015, the vacancy was posted as per the Collective

Bargaining Agreement and Edward Ward selected. Dennis Keene is the only operator in training and has been in that position for five years. Public Works Director Reitz determined that another operator was needed and requested Mr. Keene be promoted to that position. Since there will be four operators, the operator in training vacancy will not be filled. If an operator retires or resigns, the City will then post and fill the vacancy of an operator in training.

**Motion:** Chairman Orille made a motion to certify Dennis Keene to the classified position of operator in the Public Works Department subject to the approval of Council on December 15, 2015. The motion was seconded by Secretary Maloney. **Vote: 2-0.**

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Keene.

- Laborer

A Laborer notified the City that he would resign on November 30, 2015. Based on that notice, the Clerk forwarded applications of the top five candidates on the eligibility list to Public Works Director Reitz. After successfully completing the interview process, Jeremy Fialkowski was selected.

**Motion:** Secretary Maloney made a motion to certify Jeremy Fialkowski in the classified service of the City of Avon Lake to the position of Laborer in the Public Works Department subject to the approval of Council on December 22, 2015. The motion was seconded by Chairman Orille. **Vote: 2-0.**

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Fialkowski.

**Motion:** Chairman Orille made a motion to certify the updated eligibility list. The motion was seconded by Secretary Maloney. **Vote: 2-0.**

#### 4. Expiration of Eligibility Lists

The following eligibility lists are due to expire:

Firefighter/Paramedic in the Fire Department	12/18/14 – 12/17/15
Water Filtration Operator	12/18/14 – 12/17/15
Laborer – Public Works Department	01/08/15 – 01/07/16
Laborer – Utilities Department	01/08/15 – 01/07/16

The Clerk contacted each department head to determine if they would like the list extended for an additional year. Public Works Director Reitz requested the laborer list be extended and Chief of Utility Operations Eberle requested the Water Filtration Operator and Laborer in the Utilities Department be extended.

Fire Chief Huerner addressed the Commission on his reasons to not extend the Firefighter/Paramedic list. The City has hired five individuals off the list and in doing so, have gone through a number of candidates. A new hire is not anticipated; however, if a vacancy does open, then Chief Huerner will request the Commission create a new list with a new pool of candidates. Many of the top candidates are on eligibility lists in other cities. Chief Huerner found they were employed elsewhere and not interested in the position.

**Motion:** Secretary Maloney made a motion to allow the Firefighter/Paramedic eligibility list expire without establishing a new eligibility list until such time as a vacancy is projected. The motion was seconded by Chairman Orille. **Vote: 2-0.**

**Motion:** Chairman Orille made a motion to extend the eligibility list for Water Filtration Operator for an additional year. The motion was seconded by Secretary Maloney. **Vote: 2-0.**

**Motion:** Secretary Maloney made a motion to extend the eligibility list for Laborer in the Public Works Department and Laborer in the Utilities Department for an additional year effective January 8, 2016. The motion was seconded by Chairman Orille. **Vote: 2-0.**

#### 5. Cable Production Coordinator

Cable Director Cagley requested the creation of a full-time position of Cable Production Coordinator. HR Director DeTillio prepared the job description and presented it to the Commission to determine the classification. Also, a copy was forwarded to the union representative to determine if this is a union position. The individual in this position will be in charge of the cable studio when the cable director is not present. Therefore, the City has determined that this position is 50 percent supervisory.

Based on discussions and review of the job description, the Commission concluded that this position is not classified and is exempt from civil service.

**Motion:** Secretary Maloney made a motion to designate the position of Cable Production Coordinator unclassified. The motion was seconded by Chairman Orille. **Vote: 2-0.**

#### 6. Outline of Potential Rule Changes

The Commission is task with review of their rules every three years. The last major changed to the rules were in 2013. Therefore, in 2016 the Commission will decide if any revisions are necessary. Based on that, the Clerk prepared an outline of potential rule changes on some issues that the Commission had noted throughout the year.

After review and discussions, the Clerk will contact department heads to request their input on any rule changes they deem appropriate.

Civil Service Commission Minutes – 12/10/15

Meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

